



## **GSA and US Army Partner For Affordable Child Care**

The United States Army and General Services Administration have partnered to provide accredited, quality, affordable child care for US Army patrons to include Active Duty Members, activated U.S. Army Reserve, activated Army National Guard Soldier and Army DOD civilians. The Program was created to assist qualifying Army personnel who use a Federal Child Care Center by providing financial assistance for their children. The benefit which is non-taxable to the soldier is paid directly to the childcare facility on behalf of the member.

To complete the application process, the following documents must be completed and submitted to this office:

- 1) Parent Application GSA Form 3674
- 2) Provider Application OPM Form 1644
- 3) Copy of your most recent Leave & Earnings Statement "LES"
- 4) Copy of your spouse's most recent LES/Pay Statement or student school schedule, if applicable
- 4) Copy of Identification Card or copy of Orders

The complete package is then faxed or mail to:

General Services Administration – BCED  
Army Childcare  
1500 East Bannister Road, Room 1061  
Kansas City, MO 64131

Fax: (816) 823-5410

Email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov)

Upon receipt of the entire application package, GSA will calculate the benefit that the soldier may be eligible for and notify the soldier as well as your childcare facility.

Your facility will receive a benefit package that will include the following documents: Benefit Acceptance Letter for the parent; Benefit Acceptance Letter for you facility; a sample invoice to be used for billing GSA on behalf of the US Army along with an Invoice Schedule to be used for future billings. Your childcare program will then be responsible for billing GSA on a biweekly or monthly basis for childcare services on behalf of the soldier and the US Army.

If you have any questions or need any additional assistance, please feel free to contact Judy L. Gonzales at the number listed below.

***Judy L. Gonzales***

P: (816) 926-7063

F: (816) 823-5410

[army.childcare@gsa.gov](mailto:army.childcare@gsa.gov)